

# DIRECTORATE OF PUBLIC WORKS AND LOGISTICS



## SUPPLY STANDING OPERATING PROCEDURES EXTERNAL

GARRISON COMMAND, US ARMY IMA  
FORT GORDON, GEORGIA 30905

SUPPLY STANDING OPERATING PROCEDURES  
(EXTERNAL)

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## SECTION I

### GENERAL INFORMATION

1. **PURPOSE.** This Standing Operating Procedure (SOP) establishes policies and procedures to be used by Table of Organization and Equipment (TOE) and Table of Distribution and Allowances (TDA) activities to request turn-in, and account for supplies and equipment through Army Working Capital Fund, formerly Stock Fund.
2. **SCOPE.** This SOP is applicable to all on-post TOE Organizations, TDA activities and units/activities satellited on Fort Gordon for logistical support. Any reference to "organization" applies equally to TOE organizations and TDA activities. Reference to TOE and TDA also applies to MTOE and MTDA, respectively.
3. **RECOMMENDED CHANGES.** Recommended changes to this SOP will be submitted, in writing, to Johnson Controls World Services, Inc., ATTN: Ms. Mavis Cupid, Customer Assistance Office, building 11601.
4. **REQUEST FOR CLARIFICATION OR DEVIATION.**  
  
For clarification of policies and procedures contained in this SOP, units/activities are requested to contact the Customer Assistance Office, telephone 791-3720.
5. **RESOLUTION OF CONFLICTS WITH OTHER PUBLICATIONS.** Any conflict between this SOP and other publications should be brought to the attention of the Customer Assistance Office, telephone 791-3720.
6. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this SOP are explained in Appendixes A and B.
7. **REFERENCE FORMS/PUBLICATIONS.** Forms and publications applicable to this SOP and daily operation of supply activities are listed at Appendix C & D. Department of the Army Pamphlet 25-30, TRADOC, FORSCOM, and USASC&FG Pam 310-1 should be checked frequently to assure that applicable references are kept current.
8. **LOCATION OF POINTS OF CONTACT.** Location of points of contact is listed at Appendix E.
9. **Effective 1 October 1998, Authority to bypass Supply Management Army (SMA).**
  - a. The bypass of SMA is only for local purchase items.
  - b. Authority is granted to bypass SMA for non-centrally managed and non-weapon systems related items. These items are defined as non-standard, commercial type items without a federally assigned stock number and federal stock numbered items assigned an acquisition advice code of "I", "K", "L" or "Q" in the Federal Logistics File (FEDLOG.) All items meeting this criteria will be processed through the applicable supporting Property Book Officer to Directorate of Contracting, bypassing Directorate of Public Works (DPW), Stock Record Accountable Officer and the Johnson Controls Material Management Section.
  - c. Procedures for IMPAC purchases issued by DOC continue to apply.

- d. Items that qualify for Stock fund bypass will NOT be returned to Stock fund for disposition or credit.



SECTION II  
SPECIAL PROCEDURES

SUPPLY STANDING OPERATING PROCEDURES (EXTERNAL)

1. REPAIR PARTS RECORDS. Recording of demands is not required on the DA Form 3318 (Records of Demands). It is advisable, however, that all deployable units maintain this data for deployment purposes. Due to automation, Unit Logistic Level System (ULLS) units now have the capability to add or delete repair parts from their Prescribed Load List (PLL). The SSA no longer has the visibility of PLL.
2. CONTINUING BALANCE SYSTEM - EXPANDED (CBS-X) REPORTING. Actions required by property book officers to ensure that accurate, timely and auditable data is provided to the Army Materiel Command (AMC), Logistics Support Activity (LOGSA), are listed below. The Central Collection Activity (CCA) for Fort Gordon is the Customer Assistance Office, building 11601.
  - a. Manual Monthly CBS-X Report. A copy of all transactions that affect the on-hand balance of items identified in SB 700-20 with Reportable Item Control Codes (RICC) 2, A, B and C, must be submitted on DA Form 200 (Transmittal Record) to the CCA not later than the 20th day of each month. The transactions that must be forwarded are:
    - (1) DA Form 3161 - Request for Issue or Turn-in (Lateral Transfer Beginning Inventory)
    - (2) DD Form 362 - Statement of Charges for Government Property Lost, Damaged or Destroyed
    - (3) DD Form 1131 - Cash Collection Voucher
    - (4) DA Form 2765-1 - Request for Issue or Turn-in (Property Found on Installation)
    - (5) DA Form 4697 - Department of the Army Report of Survey
    - (6) DA Form 4708 - Quantity Change for Substitute in Property Book
    - (7) DA Form 4949 - Administrative Adjustment Report
  - b. The property book must be updated with each semiannual revision of SB 700-20.
  - c. Units are to submit transactions on a weekly basis directly to LOGSA. LOGSA requires a semiannual reconciliation/validation to be submitted. Automated Units, SPBSR, are to submit their reconciliation directly to LOGSA. Cut-off date for the validation is 30 April and 31 October. PBOs with access to the Logistics Integrated DataBase, (LIDB), can submit a validation as frequently as they want. PBOs who do not have electronic communication capability or who may have problems sending CBS-X transactions can download to a diskette and take it to Customer Assistance Office, building 11601, to be transmitted to LOGSA.
3. SERIAL NUMBER REPORTING OF DOD SMALL ARMS, CHEMICAL DETECTOR CELLS AND CONTROLLED CRYPTOGRAPHIC ITEMS (CCI). The serial number

reporting system is designed to provide investigative agencies with the identification of the last responsible activity having a specific serial-numbered small arms weapon, Chemical Detector Cell, or Controlled Cryptographic item. Items reportable under this system include: handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber MG; recoilless rifles up to and including 106 mm; mortars up to and including 81 mm; rocket launchers; and grenade launchers, both rifle and shoulder-fired, all chemical detector cells, and CCI items.

- a. Issue Transactions. Issue documents must reflect the serial number of items being issued. Receiving units must verify that the serial numbers, as recorded, agree with the serial number of weapons received. Any differences must be reported immediately to the Material Management Office.
- b. Turn-In Transactions. Serial numbers must be legibly recorded in ascending sequence on the turn-in document by the unit making the turn-in.
- c. Lateral Transfers. All active Army lateral transfers must be approved by Installation Supply and Services Division, DPW. They will furnish a copy of all lateral transfers containing small arms, CCI and Chemical Detector Cells to the Material Management Office.
- d. Administrative Adjustments/Reports of Survey. A copy of each administrative adjustment report or report of survey submitted pertaining to the above items will be furnished to the Material Management Office.
- e. All of the transactions in paragraph a through d, above, require that a copy of the documentation be forwarded to the Material Management Office, building 11601, to ensure accurate and timely reporting of serial number reportable items. In addition to the above actions, it is essential that units keep track of and maintain information on the serial number of equipment shipped to a vendor/depot as repair and return. If the serial number on the returned item is different from the serial number of the item shipped, the Serialization Officer, 791-2802, must be notified of the switch so that serial number transactions can be processed to drop the old and pick up the new. Likewise, whenever there is a change out of the Detector and Cell in the chemical Alarm Detector Agent, the Serialization Officer, 791-4486, must be notified of the serial number changes. The accuracy of serial number reporting is a joint effort between Material Management and supported units/activities and must be recognized as such. It is necessary to reduce the number of errors in serial number reporting and to minimize time required to reconcile serial numbers during the serial number reconciliation when requested by the Department of the Army Central Registry.
- f. Reconciliation. At least annually, a listing will be provided containing the NSN and number of all small arms registered in the installation files for that organization. Specific instructions will be provided with the reconciliation listing.

#### 4. DUE-OUT RECONCILIATION OF SUPPLY REQUESTS.

- a. In accordance with DA Pam 721-2-1, units are required to accomplish a quarterly face-to-face reconciliation/validation with Customer Assistance.
- b. A Tops/Down reconciliation is provided each supported activity during January-December.
- c. The due-out reconciliation consists of two copies of the dues-out listing.
- d. It is required that each customer compares his or her records with the computer printout reconciliation. Customer actions are contained in AR 710-2.
- e. Upon completion of reconciliation actions, customers will forward the original copy of the reconciliation printout to Customer Assistance Office. This printout must be returned no later than the annotated suspense date. Receipt of the customers printout terminates the suspense record and verifies that all dues-out are in agreement with unit's dues-in, except for cancellation and follow-up actions submitted.
- f. Retain for future follow-up or cancellation requests, a copy of the reconciliation printout. Use of this printout reduces the annual effort required at the customer level.
- g. Document numbers that are dated prior to the cut-off date and do not appear on the reconciliation listing are not listed in the Customer Assistance active document history files. A review of the document should be conducted and an AF1 or a new request may be submitted depending on the review and the urgency of need.
- g. Assistance may be requested from the Customer Assistance Office to resolve problems pertaining to the reconciliation.

#### 5. ARMY WARRANTY PROGRAM.

- a. Property book officers receiving equipment/materiel that is warranted, will report the receipt of these items to the warranty control officer by submission of FG Form 7514 (Warranty Registration Record, Figure II-1.) The Warranty Registration Record must be legible and completed in duplicate. The original will be forwarded to the New Warranty Coordinator, building 14608, room 144, within five working days after receiving the item(s). The second copy will be filed by the property book officer for future reference.
- b. The Army Warranty Program is a command responsibility. Commanders/supervisors at all levels must be aware of the objectives and goals of this program and ensure that their respective commands are in compliance with the program.
- c. The Army Warranty Program concepts and policies are outlined in USASC&FG Regulation 700-2. Any questions concerning the warranty program may be referred to the New Warranty Coordinator, by dialing 791-2470.

#### 6. CASH MEAL PAYMENT BOOK, DD FORM 1544, will be issued by Material Management Section, building 11601. These books contain 50 numbered sheets. Whenever books or separate sheets are issued, the unit/activity will ensure that proper safeguards are in effect to prevent loss or pilferage. Issue and turn-in of books/sheets will be accomplished as follows:

- a. The commander of each organization operating a dining facility will designate the receipt of DD Form 1544 books or sheets from the Cash Meal Payment Book Control Officer in . A DA Form 1687, prepared in accordance with DA Pam 710-2-1, will be submitted. Only one book will be issued to permanent on-post facilities. When sheets for approximately five days are left, another book may be drawn. Reserve units will be issued an adequate number of sheets not to exceed the requirements for the training period. Entire cashbooks may be issued with prior written authorization from the Center Food Advisor.
- b. DD Form 1544 books, for use in contractor operated facilities, will be issued to personnel designated by the Project Director, Ronlyn Food Services. The procedures for issue will be the same as outlined above.
- c. All monies collected will be turned in to DAO using DD Form 1131 by the unit/organization having custody of the book. After the money has been turned in, the sheet(s) will be placed back in the book in the same order as listed on the DD Form 1131. All sheets reflecting cash turn-ins must have been stamped "Verified" by DAO personnel.
- d. Books may be turned in to the Cash Payment Book Control Officer at Material Management in Building 11601, between 0730 and 1600 hours Monday through Friday. Unused sheets or parts thereof will have a diagonal line drawn from the top left corner to the bottom right corner, the words "NOT USED" printed above the line and the signature of the dining facility officer/manager under the line. The control officer will verify that all sheets are accounted for and complete; then a receipt for the book will be given to the designated custodian.
- e. DD Forms 1544 may be transferred between individuals when there is a change of responsible officers at a dining facility. The following procedure will be used for transferring the books:
  - (1) The new responsible officer will obtain a DA Form 1687 from his commander or Project Director, Ronlyn Food Services, as appropriate. The form will be completed in accordance with DA Pam 710-2-1.
  - (2) DA Form 3161 will be prepared in original and three copies to accomplish the transfer. Item 1 will list the sheets evidencing money turned in to DAO and supported by a DD Form 1131. Item 2 will list unused pages, e.g., pages 16 through 50 - unused, and the supply action column will be completed indicating the total of unused pages. (See Figure II-2.)
  - (3) The outgoing and incoming responsible individuals will report to the Cash Meal Payment Book Control Officer in building 11601, to finalize the transfer. The transfer is not valid unless it has been processed and approved by the Cash Meal Payment Book Control Officer, and a signed receipt has been provided by the new responsible officer.
- f. Any losses of pages or entire DD Form 1544 books will be reported to the appropriate commander or the Project Manager, Ronlyn Food Services, as applicable, and to the Cash Meal Payment Book Control Officer, using an informal memorandum. The

responsible commander or project manager will initiate a Report of Survey under the provisions of AR 735-5 or an investigation in accordance with AR 15-6. A completed report of survey or report of investigation will be furnished to the Control Officer prior to being relieved of responsibility for the book(s).

- g. At the end of the fiscal year (Sep 30), Dining Facility Managers will physically turn-in or revalidate all DD Form 1544 books issued during the year which have not been completely used and all unused cash sheets. Revalidation must be completed within 5 duty days after the end of the fiscal year. Designated individuals will perform the revalidation in accordance with AR 30-1.
- h. Reserve units conducting their annual training at Fort Gordon, will ensure that all Cash Meal Payment sheets/books are returned to the Cash Meal Payment Book Control Officer in Building 11601, prior to their departure from the installation.

## SECTION III

### ISSUE PROCEDURES

1. ASSIGNMENT OF PRIORITY DESIGNATORS (PD).
  - a. Commanders will personally review or delegate, in writing, specific personnel with the authority to review high priority requests (01 through 10). Persons so designated should be: (1) In a position of authority; (2) Have firsthand knowledge that the shortage of the requested item will result in the inability to perform the mission.
  - b. The Material Management Section has the responsibility for monitoring the high priority usage rate in relation to overall total number of requests submitted.
  - c. High priority requests (01 through 10) will be identified by circling the priority with red ink on requisitions submitted.
2. FORMS USED TO REQUEST SUPPLIES.
  - a. DA Form 2765 Series (Request for Issue) will be used to request expendable, durable or non-expendable single line items with a national stock number (NSN) listed in the FEDLOG. These forms will be prepared in accordance with DA Pam 710-2-1.
  - b. Requisitions for items requiring exception data will be submitted on DD Form 1348-6. The following definitions apply for the purpose of complying with these procedures:
    - (1) Items having a NSN assigned and Acquisition Advice Code (AAC) on the FEDLOG of I, K, L or Q, are locally procured items. Do not order through the Supply System. See local PBO for procedures on procurement.
    - (2) Items requiring exception data - any item that must be processed "off-line" to the source of supply (SOS) due to exceptional circumstances and having narrative information supplied on the request document (DD Form 1348-6) or having a valid NSN which does not appear on the FEDLOG.
  - c. Requests using DD Form 1348-6 should be submitted in the format provided in Figure III-1. As much information as possible (end item application, suggested source of supply, complete item description, part number, NSN, MIL-SPECS-POL Products, Federal Supply Classification (FSC), etc.) should be furnished to facilitate speedy supply response. The document identifier code (DIC) will be assigned by the Material Management Section based on source of supply and routing. The DD Form 1348-6 must be submitted in six copies.
3. STANDARD ARMY RETAIL SUPPLY SYSTEM (SARSS)
  - a. Using automation and data communications, the SARSS integrates the wholesale and retail supply activity creating the image of a single, seamless supply system. SARSS links together Unit Level Logistics System (ULLS), Standard Army Maintenance System - Level 1 (SAMS-1), Standard Property Book System-Redesigned (SPBS-R),

Defense Property Accounting System (DPAS) and the Standard Army Retail Supply System - Objective (SARSS-O), enhancing each one's capability.

- b. SARSS goals are to provide same-day processing, reduce order ship time, provide asset visibility, provide near real-time status, use automation and communications, and create the image of a single, seamless supply system.

#### 4. UNIT LEVEL LOGISTICS SYSTEM ULLS-G, ULLS-S4, SAMS, SPBS-R, & DPAS

- a. All units utilizing ULLS, SAMS, SPBS-R, and DPAS must interface with SARSS by using Point to Point (PTP) and/or File Transfer Protocol (FTP), commonly referred to as "BLASTING". Using this procedure greatly reduces errors that could occur in manual operations.
- b. The following pointers are listed for users who are "Blasting" and receiving data from SARSS:
  - 1) SARSS is on line twenty-four (24) hours a day, with one exception. Each workday, the system will be down for the daily closeout and system backups from 1500 to 1600 hours. During the remaining twenty-three (23) hours, units may send and receive data as necessary. All users may blast their request for supplies any time during the day. They may also blast more than once a day. All requests for supplies should be blasted the same day they are entered into the system.
  - 2) Due to system parameters established by higher command, all requisitions must be received for processing into SARSS within the time frame established by the Priority Designators. Priority Designators (PDs) 01-08 must be received and processed within 24 hours of the assigned Julian date and Priority Designators 09-15 must be received and processed within seventy-two (72) hours. Any request for supplies received that does not meet this criteria, will be rejected (cancelled) with status code "CD". After 1500 hours on Friday, the system becomes operational but there are no personnel at the SSA to do any processing until Monday. Therefore, it is recommended that units not blast any requests to SARSS after 1500 hours on Friday, as they will be cancelled with the above status code when they are processed into SARSS on Monday.
  - 3) Users are reminded that when blasting, they must also request their status using Point to Point (PTP). Status is available regardless of whether or not Units are sending requests for supplies. Once status is received from SARSS into the users system, it might require that it be posted to the users document register.
  - 4) The telephone number for blasting is 791-1308. The SSA DODAAC is W33M8Q and the RIC is AW4. The CSS AMO for the DPW may be reached at 791-3168. The SARSS System Administrator may be reached at 791-4460. For assistance with system problems or to report a system problem contact the Customer Assistance Office at Ft Lee, VA. DSN: 687-1051.

#### 5. USE OF EXCESS AND SURPLUS PROPERTY.

- a. Salvage and scrap property in the Defense Reutilization and Marketing Office (DRMO) may be obtained by units or activities provided it is to be used for other than its original purpose. Requests for issue of this type property will be on DA Form 2765-1 (Request for Issue/Turn-In) and will contain a statement, signed by the property book officer (PBO), that the property will not be used to make up shortages and will be used for other than its originally intended purpose. This request must be approved by the Accountable Officer prior to forwarding to the Material Management Section. (See Figure III-2)
  - b. Property other than salvage and scrap may be withdrawn and used for the purpose intended. Activities will request only property that is authorized by Common Tables of Allowances (CTA), Tables of Distribution and Allowances (TDA), and Technical Manuals (TM). Request for issue of this type property will be on DA Form 2765-1 and will contain a statement as reflected in Figure III-2. Items withdrawn from DRMO that are in serviceable condition (A or B) will be charged the full FEDLOG price.
  - c. Material in the DRMO account will not be issued directly to units/activities, but will be obtained in the following manner:
    - (1) The PBO will submit a Request for Issue, DA Form 2765-1, to Material Management. DRMO's are authorized sources of supply only for the Material Management Section. The Material Management Section will obtain the desired property from the DRMO using DD Form 1348-1A and issue it to the requesting unit/activity.
    - (2) In addition to the regular requisitioning data on DA Form 2765-1, "DRMO, Ft. Gordon" will be entered in the publication data block 25 as the source of supply, and, if applicable, the number assigned to the screening list and/or turn-in document on which the property was listed (Procedures and sample format are at Figures III-2 and III-2-1).
6. PROCESSING OF HIGH PRIORITY REQUESTS (POST/POST, HAND-CARRY). These requests should be limited to items that will have a serious adverse affect on mission accomplishment or the health and welfare of soldiers. Post to post will be handled on an individual basis, pending approval of the DPW.
7. PETROLEUM, OILS AND LUBRICANTS (POL).
- a. Fuel transactions are handled by the new fuel facility COCO (Contractor Owned Contractor Operated) located on the corner of 15<sup>th</sup> Street and 105<sup>th</sup> Avenue in Building 61300.
  - b. Turn-In of Petroleum Products.
    - 1) Packaged POL Products. Serviceable packaged POL products, in their original containers, with a remaining shelf life of 90 days or more, and that are excess to a customer requirement, will be accepted for turn-in by the Storage Facility. Unserviceable products, as determined by shelf life and serviceability bulletins, will be turned in to the Hazardous Materials Control Center (HMCC).
    - 2) Empty Drums. Empty 55-gallon drums that are excess to customer requirements will be turned in to HMCC in accordance with procedures at Section V of this SOP.



8. BATTERY DIRECT EXCHANGE PROGRAM.

Effective 17 March 2003, the battery exchange program is no longer managed by the Supply Support Activity (SSA). As of the effective date, the program will be managed by the Johnson Controls Maintenance Activity. This is the only source to be utilized by Customers. Questions concerning the battery direct exchange program will be referred to the Installation Maintenance Officer at 791-6894.

9. CONTROL OF DURABLE ITEMS

- a. AR 735-5 requires control of items identified as durable in the FEDLOG, Accounting Requirements Code (ARC). The term "durable items" is defined as personal property which is not consumed in use, retains its original identify, but is not characterized as non-expendable or expendable.
- b. All hand tools in Federal Supply Classes (FSC) 5110, 5120, 5130, 5133, 5136, 5140, 5180, 5210, 5220 and 5280 with a unit price greater than \$5 are designated as durable controlled. When the unit of issue contains more than one item (e.g. package, box, dozen, etc.) and the cost of a single item (unit of measurement) is less than \$5, the hand tool will be treated as an expendable item at the user level, even though it is coded as durable in the FEDLOG.

10. ISSUE OF CLASSIFIED MATERIAL. Property book officers requesting classified material must have personnel with appropriate clearance on the signature card before picking up supplies from the Issue Point. In addition, these personnel will be required to furnish proof of valid security clearance before signing for material.

11. ISSUE OF CLASS II, IV, VII AND IX MATERIEL. The Issue Point is located in Building 2312 (warehouse B-3) and handles all Class II, IV, VII and IX issues. As an exception, oversized items will be issued from the Vehicle Storage Yard, Building 2410. Sensitive items (weapons) are issued from the ASP, Building 8250.

- a. Customers are required to maintain current DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) in all areas where materials are issued.
- b. Customers must thoroughly review issue documents to ensure correctness regarding document number, quantity, unit of issue, Department of Defense Activity Address Code (DODAAC), serial numbers, etc.
- c. Units should pick-up from the Issue Point, building 2228, during the hours 0800-1130 and 1200-1430 (Monday through Friday) to minimize delay in the receipt of high priority items. Customers will be notified by telephone of high priority requisition arrivals, or when items will be issued from building 2410 and/or the ASP, building 8250.

12. NATIONAL MAINTENANCE PROGRAM (NMP).

- a. NMP is essential to the ongoing evolution in Army logistics business processes. With this program, the Army is taking a major step toward strengthening its ability to sustain and support the Total Army. It will maximize repair capabilities through balanced

resource allocation, integrated workload distribution, and decentralized execution of requirements. NMP has clear potential to improve the maintenance process by making longer use of limited resources while reducing procurement costs for new items.

- b. NMP items are shipped to repair installations on an 02 priority.
- c. All items submitted for repair will be clean and complete.
- d. A listing of NMP items can also be obtained from the web.  
<http://gordon.army.mil/dpw/logistics/FY01%20COE%20LIST.xls>

## SECTION IV

### ACCOUNTING FOR PROPERTY

#### 1. ASSIGNING RESPONSIBILITY FOR PROPERTY

- a. Those items identified as durable on the FEDLOG and requested through the Material Management will be accounted for on hand receipts as outlined in AR 735-5.
- b. Property will be hand receipted from the property book to supervisors assigned to a position in which they are capable of controlling that property. This property may be further issued via hand receipt to the user level. Property will be issued only from a property book to a user at the discretion of the PBO. Under no circumstances should any person be required to accept responsibility for property over which that person has no control or the means to safeguard.
- c. Accountability for automated equipment will be IAW AR 710-2 and DA Pam 710-2-1. Directorates, Divisions, Units or other activities will provide the PBO copies of receipt documentation within three days after receipt. The PBO will, in turn, establish accountability and responsibility for the items. Conscientious efforts will be made by all concerned to ensure that automated equipment accountability procedures are adhered to at all times.

#### 2. AUTHORIZATION TO RECEIPT FOR SUPPLIES.

- a. Units/activities requesting and/or receiving supply support will prepare DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) in the number of copies indicated on the chart at Figure IV-1. Forms will be prepared IAW sample formats at Figures IV-1 through IV-6-1 and hand carried to the appropriate locations. One copy will be authenticated by the receiving activity and returned to the unit/activity for file.
- b. In addition to the appropriate number of copies of the DA Form 1687, units/activities will provide each supporting element with one copy of assumption of command orders or appointing memorandum for the person delegating the authority to request and/or receive supplies. Replacement of expired DA Form 1687 is the responsibility of the unit/activity receiving support. Therefore, when these cards expire, supply support will be suspended until replacements are received.

#### 3. IDENTIFICATION. When requested, valid identification of persons authorized to receipt for supplies will be military identification card, contractor identification card, current driver's license or any other form of identification bearing the picture and signature of the individual.

## SECTION V

### TURN-IN PROCEDURES

1. GENERAL. Unserviceable repairable items for which a unit/activity has valid requirements will not be turned in. These items will be repaired and returned to use in lieu of requisitioning a replacement. Unserviceable non-repairable items or for items that are excess to authorized allowances, the following steps will be taken:
  - a. Prepare DA Form 2407 (Maintenance Request) and DA Form 2402 (Exchange Tag), for all items being turned in to the SSA. Electrical and mechanical items that are not Depot packed need the DA Form 2407, even if the items were never used.
  - b. When the item is returned from Vehicle & General Support and/or C-E Main Shop, prepare a DD Form 1348-1A, turn-in document, and take the turn-in document with the DA Form 2407 or DA Form 2402 to Material Management, building 11601, for editing. Documents must be submitted three days prior to scheduled turn-in day to allow time for processing. Also, if DA Form 2402 is attached to the item, DD Form 1348-1A will be annotated as such in the Remarks column.
  - c. Take the edited DD Form 1348-1A, the DA Form 2407 and the item being turned in to the Classification Unit (turn-in schedule provided in Figure V-1). All CCI items must be turned in to Classification Unit, building 2310. Block 27 on DD Form 1348-1A will have "CCI" written in one inch red letters. Turn-in of materiel to the Classification Unit must be accomplished within 45 days after materiel is returned from Vehicles and General Support and/or C-E Main Shop to the customer.
  - d. The Classification Unit will either accept the item for turn-in or instruct the unit to take the item to the DRMO.
  - e. The two-man rule will be applied to all documents prior to processing to DRMO.
  - f. All non-standard items with temporary stock numbers will be turned in directly to DRMO by the customer after editing.
  - g. All non-computer items with temporary stock numbers will be turned into DRMO by customer.
2. Prior to delivery of materiel to Classification for turn-in:
  - a. All materiel must contain a tag identifying the item by national stock number, nomenclature, serial number, if applicable, and the turn-in document number.
  - b. Tool sets and kits must have all components present or missing tools must be listed on an authorized shortage list signed by the property book officer.
  - c. Equipment with fuel tanks will have the tanks washed and flushed at least three times prior to turn-in. A signed statement is required to be entered on the turn-in document, DD Form 1348-1A verifying the cleaning. The exception for washing and flushing is major end items that are normally reported as excess and returned to the depot. Examples of major end items are trucks, generators, tractors and heavy equipment.

- d. Circuit card assemblies require electrostatic discharge (ESD) protection during processing for issue/turn in. All customers of the Classification Unit will use the following listed bags to ensure this protection:

<u>NSN</u>	<u>NOUN</u>	<u>U/I</u>	<u>U/P</u>
8105-01-215-0462	Bag, plastic 8 x 8	HD	.73
8105-01-216-7804	Bag, plastic 8 x 12	HD	.95
8105-01-215-4752	Bag, plastic 11 x 15	HD	1.33
7540-01-109-8815	Label, caution 2 x 2	RO	1.80
7540-01-110-4906	Label, caution 4 x 4	HD	1.26

- e. Circuit cards brought to the Classification Unit not properly protected using the above listed bags/labels will not be accepted for turn in.

### 3. DISPOSITION OF AUTOMATED DATA PROCESSING EQUIPMENT (ADPE)

- All Automated Data Processing Equipment (ADPE) must be accompanied by a certification letter, stating that all the magnetic media has been removed.
- ADPE must be reported to <https://ditms.disa.mil>. Information on obtaining passwords for DITMS can be found on the web site.
- All serviceable local purchase ADPE will be reported through <https://ditms.disa.mil> and a copy of the disposition instructions must accompany the DA Form 1348-1A and the DA 2407 when the documents are turned in to the Material Management Section for editing.
- Unserviceable local purchase ADPE does not have to be reported through <https://ditms.disa.mil>; however, a DA Form 2407 must accompany the DA Form 1348-1A when the documents are taken to Material Management Section for editing.
- ADPE requisitioned through the army system with a valid national stock number (NSN) does not have to be reported to <https://ditms.disa.mil> before it is turned in to the Classification Unit.

### 4. TYPES OF TURN-INS. All turn-ins will be made by using a DA Form 1348-1A. Identical items with different condition codes will require a separate turn-in document. NOTE: Classified information/material will not be turned in to DRMO. Disposition instructions will be IAW DOD Regulation 5200.1-R.

### 5. TURN IN OF HAZARDOUS WASTE/HAZARDOUS MATERIALS.

All hazardous waste generated on Fort Gordon as well as excess hazardous materials must be turned in to the Hazardous Materials Control center (HMCC). The hazardous material turn in procedures are contained in the HMCC Standard Operation Procedures

(SOP). The SOP is available on the web at <http://jciweb.gordon.army.mil/supsrv/HMCC-6001.doc>.

6. TURN-IN OF M17, M24 AND M25 SERIES PROTECTIVE MASK.

- a. Other than replacement of organization and direct support level parts, all repair (overhaul) to serviceable masks will be performed at Army Material Command (AMC) designated depots or contractor facilities.
- b. Masks suspected of being unserviceable will be visually inspected, to include condition code by Classification Unit personnel IAW appropriate TM. If the masks are determined not to be repairable at this installation, they will be accepted for turn-in as unserviceable. Units will obtain replacement items through normal requisitioning channels.
- c. Turn in of serviceable, but obsolete, masks will have filters removed by the customer.  
  
(1) Masks will be in condition code "G" (filters removed).

7. TURN-IN OF MATERIEL SUBJECT TO ELECTROSTATIC, ELECTROMAGNETIC, MAGNETIC OR RADIOACTIVE FIELDS. Items subject to exposure to these fields will not be accepted in a serviceable condition unless they are received properly packaged and handled to preclude damage prior to and during the turn-in process. Equipment found to be improperly classified; due to exposure, will be returned to the customer for a new classification or adjustment IAW AR 735-5, if the damage appears to be through the fault or neglect of personnel handling the materiel, it will not be accepted.

8. TURN-IN OF STOPWATCHES AND WRISTWATCHES. Unserviceable stopwatches and wristwatches will be turned in to the Classification Unit on DD Form 1348-1A.

9. SAFES AND FILING CABINETS WITH COMBINATION-TYPE LOCKS. When a safe or filing cabinet with a combination-type lock is turned in, the combination will be changed to 50-25-50 prior to delivering the items to the Classification Unit for turn-in. A tag will be affixed to the container with the combination listed, and the container combination shall be exercised prior to being accepted.

10. WIRE (CABLE, TELEPHONE).

- a. Turn-in of Serviceable Wire. Each roll of serviceable wire, WD-1/TT on a 1/4- or one-mile reel, will be tagged prior to turn-in. Each tag will reflect a certificate signed by the communications officer. The certificate will be prepared in the following format:

"I CERTIFY THAT I HAVE INSPECTED THE WD-I/TT WIRE  
CONTAINED ON THIS REEL AND HAVE DETERMINED IT TO BE IN A  
SERVICEABLE CONDITION."

\_\_\_\_\_  
OHM METER READING

\_\_\_\_\_  
WEIGHT

NAME AND RANK \_\_\_\_\_

(SIGNATURE OF COMMUNICATIONS OFFICER)

ORGANIZATION \_\_\_\_\_

b. Turn-in of Unserviceable Wire.

- 1) Request for turn-in of unserviceable wire will be accompanied by a certificate, signed by the organization's communications officer or by a commissioned officer, warrant officer or NCO who is responsible for determining that the wire is unserviceable and unfit for further use. The certificate will be prepared in the following format:

"I CERTIFY THAT I HAVE INSPECTED THE WD-1/TT WIRE  
REFLECTED ON TURN-IN DOCUMENT NUMBER  
\_\_\_\_\_, DODAAC \_\_\_\_\_, AND HAVE FOUND IT  
TO BE UNFIT FOR FURTHER USE."

NAME AND RANK

\_\_\_\_\_  
(SIGNATURE OF RESPONSIBLE INDIVIDUAL)

ORGANIZATION \_\_\_\_\_

- 2) The request for turn-in will be edited and turn-in will be made to the DRMO in 37-pound units (37 pounds equals one mile of WD-1/TT wire).

c. Accounting for Cable and Reels.

- 1) All non-expendable reels will be turned in to Classification Unit for disposition.
- 2) Upon completion of turn-in of cable to DRMO and reels to Classification Unit, the customer will prepare DA Form 4949 (Administrative Adjustment Report) (AAR) IAW DA Pam 710-2-1.

11. MAINTENANCE RECORDS. Maintenance records required by DA Pam 738-750, must accompany all equipment upon turn-in.
12. TACTICAL WHEELED AND TOWED VEHICLES. Vehicles (all classes) pending turn-in must have a current organizational maintenance performed and verified by Vehicles and General Support Services representatives. Required forms include Equipment Control Record (DA Form 2408-9), Oil Analysis Request (DD Form 2026), and a Vehicle Classification Inspection (DA Form 461-5). Instructions for the forms are contained in TB 43-0002-81. All turn-in documentation will be edited by Material Management, , prior to turning in vehicles to Classification Unit, building 11601.
12. TURN-IN OF US ARMY TROOP COMMAND (ATCOM) EQUIPMENT. Troop Command managed major and secondary repairable items of ground support and materiel-handling equipment, will be accompanied by a DA Form 3590 (Request for Disposition or Waiver). This form must be prepared by Vehicles and General Support Services IAW TB 43-0140. When the ATCOM managed item is mounted on a carrier managed by another command,

a DA Form 2408-9 and DA Form 461-5, (Vehicle Classification Inspection), will be required for the transport vehicle, i.e., a generator set mounted on a Tank and Automotive Readiness Material Command (TARCOM) trailer requires a DA Form 3590 (Request for Disposition or Waiver) for the generator set and a DA Form 461-5 for the trailer. The DA Form 461-5 will be attached to the DA Form 3590. All required organizational maintenance will be performed and verified by Vehicles and General Support Services representative.

14. TURN-IN OF TENTS.

- a. If a tent is complete, a DA Form 2407 (Maintenance Request) will be prepared and forwarded to the Furniture Repair Shop (Building 14602) to be classified. If serviceable, the tent may then be turned-in as a complete item using the applicable NSN.
- b. When the tent is incomplete or has serviceable and unserviceable components, only the unserviceable components should be turned in, unless the tent is excess to the unit's requirements. In this case, the complete tent will be turned in by components on separate turn-in documents. When the main tent component is turned in, DA Form 4949 will be prepared IAW DA Pam 710-2-1, to reduce the property book balance for the complete tent.

15. TURN-IN OF TOOL SETS, KITS, OUTFITS AND ASSEMBLIES.

- a. Sets, kits, outfits and assemblies will not be turned in as an end item unless they are excess to a unit's current authorized allowance. Components that become unserviceable will be turned in and replacements requested as needed. Sets, kits, outfits and assemblies that are excess will be each turned in as a complete end item. If the end item is short components, a complete shortage list, DA Form 2062 (Hand Receipt/Annex Number) will be attached to the turn-in document. This shortage list will indicate the same turn-in document number assigned to the end item request for turn-in and will provide a statement signed by the Property Book Officer indicating the reasons for the shortage; e.g., Statement of Charges, Report of Survey, Fair Wear and Tear, etc., IAW AR 735-5.
- b. If tools are marked with organizational identification, the markings must be obliterated. When serviceable tools are turned in; obliteration will be accomplished by filing or grinding down the markings, to a smooth surface, ensuring that it will not materially affect the tools. Obliteration of organizational markings is not required when unserviceable tools are turned in to DRMO.
- c. Unserviceable components of sets, kits, outfits and assemblies will be removed and turned in separately when turning in the end item as excess.

16. TURN-IN OF INSTALLATION PROPERTY.

- a. Non-deployable property issued to a unit under authority of a CTA or other HQDA approved authorization document, commonly referred to as Installation property, will be retained and cross-leveled at the Property Book level throughout the life of the equipment. Replacement for this equipment should not be requested until such time



as it has been determined by maintenance personnel that the items on hand are no longer repairable.

- b. Installation property determined to be unserviceable will be delivered to the Classification Unit, building 11601, where a determination will be made to accept the property, or clear the items for turn-in to DRMO.

17. TURN-IN SCHEDULE - STORAGE SECTION

DAY	MORNING 0730-1130		AFTERNOON 1200-1500	
MONDAY	EAMC	W33BWP	93rd SIG BDE	ALL DODAACs
	MP ACTIVITY	W33BVW	ROTC UNITS	ALL DODAACs
	93rd SIG BDE	ALL DODAACs		
	DOIM	W33BWE		
TUESDAY	DPW INSTL PB	W803A2	DPW INSTL PB	W803A2
	63rd SIG BN	ALL DODAACs	67th SIG BN	ALL DODAACs
	JCWS	W33BWD	TASO	W33BV2
	513 <sup>th</sup> MI BDE	All DODAACs		
	VEHICLE MAINT	W33SMY	USAR UNITS	ALL DODAACs
WEDNESDAY	513 <sup>th</sup> MI BDE	All DODAACs	249 <sup>th</sup> Gen Hosp	All DODAACs
	RTS-Med	All DODAACs	CIF	W33FMX
	434 <sup>th</sup> ARMY BAND	W33BVY	Qtrs Furn	W33BWA
	DPW INSTL PB	W803A2	DPW INSTL PB	W803A2
	FMB	W33BWB	FMB	W33BWB

## SECTION VI

### CENTRAL ISSUE FACILITY (CIF) PROCEDURES

#### 1. CIF HOURS OF OPERATIONS.

The CIF is located in building 25709 on the corner of 27<sup>th</sup> Street and “B” Street. The hours of operation are as follows:

Mondays & Thursdays: 0630 – 1800  
Tuesdays & Wednesdays: 0630 – 1600  
Fridays: Closed

#### 2. APPOINTMENTS.

- a. All issue, turn-in, and direct exchange transactions to individuals or classes are conducted on an appointment basis. Appointments may be made by calling the CIF during normal hours of operations at 791-7412. The unit staff POC, Drill Instructor, Small Group Leader, or Class Leader should make class appointments. A member of a class, who cannot meet the arranged appointment, may request an exception at the discretion of the CIF Supervisor. Individuals not associated with a class should contact the CIF individually.
- b. The unit S-4 through the DPW Logistics Office may request standing weekly appointments. Once approved, the CIF will contact the unit POC to establish usage. Standing appointments that are not used for a four-week period will be canceled and a request for reinstatement will have to be submitted to DPW.

#### 3. UNIT MENUS.

- a. Establishment/maintenance of unit menus are the responsibility of the using unit. Changes to the menu may be made through a memo sent to the CIF Supervisor. Deletions will become effective upon receipt. In the event additions are requested, CTA-50-900 justification will be included in the memo. All requests for additions will be sent to DPW for approval. Once approval is received, the CIF will contact the unit POC to advise of the new menu effective date.
- b. Additions will be added to the CIF Matrix used to calculate the unit's cost as outlined in the Installation Inter-Service Agreement (ISA). If current on hand CIF stocks cannot fulfill the unit requirement, the unit will be responsible for the start up cost.
- c. Request for non-menu items to individuals must be accompanied with a memo from the S-4 OIC/NCOIC at the highest local level of echelon unless prior arrangements have been made.

#### 4. STUDENT ISSUES.

- a. Students should report with their class and have their Military ID Card in their procession. Personnel will receive the unit menu items as established.

- b. In the event that the CIF does not have a menu item(s) or size, the CIF personnel will zero the item on the DA Form 3645, Organizational Clothing Record, and will contact the class POC when the item(s) is available. A supplemental appointment to fill the due out will be made at that time.

#### 5. PERMANENT PARTY ISSUES.

- a. Permanent Party personnel should report to the CIF on their appointment day with the following items:
  - (1) Military ID Card
  - (2) A copy of orders
  - (3) A copy of DA Form 3645 from last duty station.
- b. Personnel will receive the unit menu items as established.
- c. In the event that the CIF does not have a menu item(s) or size, the CIF personnel will zero the item on the DA Form 3645 and will contact the individual when the item(s) is available. A supplemental appointment to fill the due out will be made at that time.

#### 6. SAFETY, MATERNITY, OR MOS SPECIFIC ISSUE ITEMS

- a. Personnel requiring safety boots or MOS specific items should report to the CIF with a memo signed by his or her commander. The CIF will issue out of stock or procure items as needed.
- b. Personnel requiring Maternity Battle Dress Uniforms (BDUs) should report to the CIF as soon as the pregnancy is diagnosed. Personnel are required to have their profile indicating that the individual is pregnant. CIF will issue out of stock or procure items as needed. Maternity BDUs should be turned in shortly after the pregnancy has terminated and the individual reports back to duty.

#### 7. DIRECT EXCHANGE

- a. Items issued out of the CIF may be exchanged due to fair, wear and tear or sizing.
- b. Items not issued locally may be exchanged at the discretion of the CIF Supervisor.

#### 8. TURN INS.

- a. All individual or class turn-ins are by appointment basis. Personnel should report to CIF at that appointment time with a copy of the DA Form 137-2-R, Installation Clearance Record, with section "A" completed. Individuals should also have any adjustment documents, prepared per AR 735-5, required for lost equipment.
- b. CIF personnel will inspect and account for all equipment and then adjust the individual's DA Form 3645 as appropriate. Individual will be given two copies of the adjusted 3645 and their 137-2-R will be annotated cleared.

#### 9. HAND RECEIPTS.

- a. Unit S-4s no lower than the local battalion level of echelon are authorized to request establishment of a bulk hand receipts from the CIF. In order to establish an account the following is required:
  - (1) DA Form 1687, Delegation of Authority
  - (2) A letter of assumption of command for the commander or in the event that the delegation will be the NCOIC, the letter of assumption of command and a letter of delegation to the NCO who will be responsible.
- b. Issue, turn in, or exchange of bulk issues should be made on DA Form 3645, Request for Issue or Turn-in, NLT 5 working days in advance. Unusually large issue request that may affect operational capability will be subject to DPW approval.
- c. Hand receipts will be maintained IAW DA PAM 710-2-1.

## SECTION V11

### FURNISHINGS MANAGEMENT BRANCH (FMB) PROCEDURES

#### 1. ACCOUNTABILITY

The FMB no longer acts in the capacity of a formal property book activity. Accountability of FMB property in the organization's hands is the sole responsibility of the organization. All FMB items are considered durable expendable, and should be accounted for at the unit level using procedures as outlined in AR s 710-2 and 735-5 and DA PAMs 710-2-1 and 710-2-2.

#### 2. ISSUES

- a. Issues will be made to organization's that have a DA 1687 with a Memo of Appointing Authority and or Assumption of Command on file. Items should be listed on a properly filled out DA 3161. The DA 3161 should have the following information:

- (1) Blocks 1, 2 and 12 a. – f. - Filled out.
- (2) Block 12 b. - Substitute the LIN as described in CTA 50-909 for justification authorization.
- (3) Block 13. – Signed by the authorized personnel as designated on the unit 1687.

- b. Any quantities of requested items that cannot be filled from existing stocks will be adjusted on the DA 3161. If the organization still requires the items for it's mission, the organization should follow the procedures listed under the heading of "Requisitioning" as addressed in this document.

#### 3. TURN-INS

- a. The FMB will accept turn-ins of serviceable items that are authorized items as space permits. Organizations should first contact the FMB warehouse personnel prior to turning-in for an appointment.
- b. Cross utilization of serviceably furniture is encouraged. DPW suggest that units should first advertise the excess serviceable items to all other units that may have a need for barracks furnishings. Transfer of this equipment between units is encouraged.
- c. All turn- ins should be accompanied with a DA 3161, with the same blocks filled out as above.
- d. Items that are deemed unserviceable should be turned-in by the unit to DRMO using the organization's property book procedures.

#### 4. REQUISITIONING

- a. The will FMB will accept purchase request on a memorandum sent through the DPW. Request should include the following:
  - (1) The item and appropriate LIN justifying authorization.
  - (2) Specifications such as size, color, wattage, etc.
  - (3) Quantity requested
  - (4) Unit cost
  - (5) Suggested vendor is available.
- b. The FMB will prepare purchase request once funding authorization has been received from DPW. When the items are received, the FMB will contact the unit POC and arrange for pick up from the FMB warehouse.

## SECTION VIII

### AMMUNITION

#### 1. AMMUNITION SECTION OPERATION HOURS.

- a. The **office** hours for the Ammunition Supply Point (ASP), building 8250, are 0700-1530, Monday through Friday. **Customer service hours are Monday, Tuesday, Wednesday and Friday 0700 to 1500 hours. The ASP is closed on Thursday except for emergency issues. For emergency issues, customers should notify the ASP as soon as possible.**
- b. Issues or turn-ins of ammunition will not begin after 1500 hours, unless prior approval has been granted by the Material Management Supervisor.
- c. During other than the above operating hours and holidays, emergency support can be obtained by contacting the FGSP Duty Manager, telephone number 791-4575/6468.
- d. Customers requiring issue or turn-in action during other than normal working hours (i.e., overtime, weekends) are required to furnish a memorandum or email justifying time worked at ASP to Ms. Evelyn Bobo, Accountable Officer, DPW, before work is required. Mail memorandum to Ammunition Supply Point (ASP), building 8250, Range Road, Fort Gordon, GA 30905.
- e. **Title 49, CFR Part 172, subpart H, Training requires vehicle operators to have proof of HAZMAT training in the form of a certificate, card, memorandum, and/or indication on military driver's license. Ammunition will not be released to anyone without proof of HAZMAT training.**

#### 2. SUBMISSION OF REQUESTS FOR AMMUNITION.

- a. Ammunition and explosives will be requested on DA Form 581 (Request for Issue and Turn-in of Ammunition). A separate DA Form 581 will be prepared in triplicate for each training event code.
  - (1) Units located at and satellited on Fort Gordon will send all requests for ammunition through the appropriate Training Ammunition Management Information System (TAMIS) (Range Control) authenticating officer, to the Training Division, DPTM, far enough in advance so that requests will reach the Ammunition Supply Point at least three (3) working days prior to the requested issue date.
  - (2) Emergency requests for ammunition (DA Form 581) submitted less than three working days prior to pickup will be accompanied by an information memorandum with a written explanation stating the reason for issue and signed by the unit's commander.
  - (3) DPTM will verify unused unit allocation and forecast before processing the request. Upon approval by DPTM, the unit representative will hand carry the request to the Ammunition Supply Point (ASP), building 8250, Range Road.



- (4) US Army Reserve (USAR) and National Guard (NG) units will have ammunition requests approved by their appropriate USAR and NG command prior to submission to DPTM.
- (5) Reserve Officers Training Corps (ROTC) units will have ammunition requests approved by the respective Military Property Custodian/Property Book Officer and the First ROTC Region prior to submission to DPTM.
- b. A Demolition Plan must be prepared using DA Form 2203-R (Demolition Reconnaissance Report) and submitted to Range Control at the time the unit requests use of the range for training purposes. Preparation instructions for DA Form 2203-4 are in DA Pam 710-2-1. This plan will be used as a crosscheck against explosives reported as expended. Range Control will retain all training units' Demolition Reconnaissance Reports.

### 3. ISSUE OF AMMUNITION.

- a. The ASP will issue ammunition only to those personnel identified on a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) for that unit. **An issue is defined as items provided to a requestor and accounted for on DA Form 581 with a document number applicable only to that transaction.**
- b. Units issued ammunition will furnish their own transportation, loading detail, and security escorts.
- c. Vehicles designated to haul ammunition and explosives will be inspected in accordance with Section VIII of this SOP. Vehicles not passing the inspection will not be allowed inside the ASP.
- d. An armed guard (other than the driver) is required when transporting Category I ammunition. Categories II, III and IV require dual driver protection (driver and assistant driver).
- e. All issues of ammunition and explosives will be entered into the SAAS-MOD and recorded on DA Forms 581 and 3151-R (Ammunition Stores Slip) by ASP personnel. ASP personnel making the issue will give a copy of a residue turn-in document to the customer, if applicable.
- f. Customers will draw only the amount of ammunition that can reasonably be expected to be expended on a particular test or exercise. Turn-in of over 10 percent of ammunition drawn will be considered excessive.
- g. Issue documents will be held in a suspense file pending turn-in of all returnable components. **No** further issues of ammunition will be made until previous issue/turn-in documents are complete and cleared.

### 4. SUBMISSION OF REQUESTS FOR TURN-IN.

- a. Separate requests for turn-in will be prepared on DA Form 581 for serviceable ammunition, unserviceable ammunition, and returnable ammunition components. All

requests for turn-ins will be prepared in three copies with the turn-in date annotated on all copies. **Complete guidance on how to enter the correct turn-in document number on DA Forms 581 can be found in DA Pam 710-2-1, Chapter 11, paragraph 11-16.**

- b. Consolidation of turn-ins, i.e., turn-in of material from more than one issue on the same DA Form 581, is not authorized. Separate turn-ins for each issue are required for proper reconciliation of issue documents. (See paragraph 3a above)
- c. Turn-in actions must be completed within five working days as outlined in DA Pam 710-2-1, chapter 11. An extension may be granted by the Accountable Property Officer, DPW, when complicating circumstances are a factor.

5. TURN-IN OF LIVE SERVICEABLE AMMUNITION.

- a. Immediately upon completion of firing, when a field storage site is not used, all unused ammunition will be turned into the ASP not later than 1500 hours using DA Form 581.
- b. Live ammunition will be returned to the ASP **in original containers**, neatly packed, so count and identification can be done quickly and easily to preserve the identity of lot numbers.
- c. Ammunition that was unsealed after drawing and not expended will be repacked **in the original packing** and will be **returned in the same condition and packaging** as when issued to the customers.
- d. Under no circumstances will live ammunition be mixed with fired components when returned to the ASP. Fixed components will be turned in clean and orderly so as to expedite the turn-in process and for safety reasons. Ammunition turn-ins that are deemed to be improperly packaged for turn-in will not be accepted until corrected.

6. TURN-IN OF LIVE UNSERVICEABLE AMMUNITION. Requests for turn-in of live ammunition that has become unserviceable through Fair Wear and Tear (FWT), e.g., item returned in unserviceable condition, misfires, etc., will reflect the notation "FWT" in block 28, DA Form 581, and will include a statement indicating why the items are unserviceable. **The designated individual on the current signature card (DA Form 1687) will accomplish the turn-in and provide the required statement.**

7. TURN-IN OF RETURNABLE AMMUNITION COMPONENTS.

- a. For the purpose of this SOP, returnable ammunition components include fired brass, packing material, boxes, bandoleers, links, clips and any other items listed in DA Pam 710-2-1, APP J.
- b. All returnable components will be listed on DA Form 581 (issue document) at the time of issue. Those items listed on the issue document will be turned in within five working days. **They will be in packages that are neat and easily identifiable.**
- c. When turn-in action is not completed within five workdays, commanders are required to initiate action in accordance with DA Pam 710-2-1, Chapter 11.

- d. Returnable components will be **inspected by an officer or non-commissioned officer (NCO), or Department of Defense (DOD) civilian of the unit making the turn-in.** The turn-in document, DA Form 581, will be marked "Contents have been inspected. They do not contain any live rounds, unfired primers, explosives, or other dangerous material." **This statement will be signed by the inspector, who is the officer, NCO or DOD civilian of the unit making the turn-in.**
  - e. Expended practice hand grenade and practice rifle grenade. Upon completion of training exercises, using units will clean the exterior of grenade bodies, remove expended fuses, remove metal particles from the interior of grenade bodies using a rod or screwdriver and return grenade bodies to the ASP on DA Form 581.
  - f. Expended practice antitank mines, both light and heavy.
    - (1) Expended mine bodies which become unserviceable will be turned in to the ASP.
    - (2) Fuse, mine combination M10 and M10A that becomes unserviceable will be turned in with all available components.
    - (3) Igniter and primer assemblies and spotting charges will not be retained by the unit, but will be drawn immediately prior to use.
  - g. Turn-in to DRMO. Expended ammunition residue, components and packing material will be turned in to the ASP by using units. The ASP will turn-in the items to DRMO.
8. TURN-IN DOCUMENTS REFLECTING SHORTAGES AND/OR UNSERVICEABILITY (OTHER THAN FWT)
- a. In all instances where issued ammunition has been expended, the customer will submit a signed DA Form 581 indicating the total expenditure in the statement. This statement will be signed by the appropriate unit commander. DA Pam 710-2-1, Chapter 11, provides instructions and an example of how the statement will be completed.
  - b. Ammunition/explosives and packing material that has been lost will be accounted for in accordance with AR 735-5. A certificate will be entered on DA Form 5811-R explaining the loss and signed by the first LTC in the chain of command. A copy of the report of survey or other request for investigation will be attached to the DA Form 5811-R when required by DA Pam 710-2-1, Chapter 11. A copy of the approved relief from responsibility document will be provided to Material Management.
  - c. Ammunition, explosives, and components that have become unserviceable through other than FWT will be accounted for in accordance with AR 735-5.
  - d. When small arms cartridge cases are not recovered, a signed statement by the commanding officer indicating that all rounds were fired and providing the reason why they could not be recovered is acceptable in lieu of action required in "8a" above. Reasons for non recovery may include firing by simulated aggressor units operating at night or over rough terrain; or firing during any other moving tactical exercise, where it is not practical or possible to recover such cases.

9. RECONCILIATION OF AMMUNITION ISSUES.

- a. Using units are required to account fully for all ammunition items issued. The return of unused (live) rounds, brass, residue or, if applicable, a consumption report will complete the transaction. See DA Pam 710-2-1, APP J on required returnable items.
- b. Full credit is allowed for return of all serviceable items. Certain items, such as small arms brass, links, etc., are weighed, at time of turn-in, in lieu of physical count. See DA Pam 710-2-1, Appendix K, Table K-1.
- c. An Expenditure Certification is required in addition to requirements in DA Pam 710-2-1, Chapter 11. (DA Form 5692-R - Ammunition Consumption Certificate).
  - (1) The Unit Range Officer In Charge (OIC) (E6 or above) will sign DA Form 581 or DA Form 5515 (Training Ammunition Control Document) and control all items coded with a "T" listed in DA Pam 710-2-1, Table J, while at the range.
  - (2) The Unit Range Safety Officer (E6 or above) will certify quantity drawn, quantity returned, and quantity consumed in training at the range. A W01, or above, will perform the Unit Range Safety Officer duties at any training event requiring expenditure of explosives at locations other than ranges on US Army Installations; or when Category I items are used in live fire exercises.
  - (3) The Unit Range Safety Officer will personally observe placement of charges, actual detonation, and certify the quantity of all items expended. Certification will be completed on DA Form 5692-R.
  - (4) The original copy of DA Form 5692-R will be attached to the turn-in document (DA Form 581 or DA Form 5515). The following statement, signed by the Unit Range Safety Officer, will be placed on the turn-in document in block 32 of the DA Form 581: "All items drawn on document number XXXXXX-XXXX-XXXX were properly expended or returned." Documents above will be provided to the ASP during the turn-in/reconciliation process. The ASP will not clear units without the required certification or a signature of the next level of command (not less than battalion) indicating investigation has been initiated per AR 15-6 to account for missing explosives.
- d. Units which have not reconciled their ammunition issues within five working days of scheduled firing will receive a letter initiated by Ammunition Supply Point, through DPW, requesting reconciliation of procedures and listing of delinquent numbers. No further issues will be made until the reconciliation is accomplished.

10. CARE AND HANDLING OF AMMUNITION AND EXPLOSIVES.

- a. Ammunition and explosives will be handled under the direct supervision of competent and qualified personnel who are familiar with ammunition safety regulations.
- b. Under no circumstances will an ax, hammer, rock or any other object that will damage ammunition or packing material items be used to open ammunition containers. Care must be taken to maintain material in a serviceable condition. Ammunition and items such as bandoleers, links and clips, must be protected from rain and snow.

- c. Sealed containers will not be opened until ammunition is required for immediate use.
- d. Ammunition will not be fired if the lot number is unknown, unless the ammunition was issued by the ASP as "LOT NUMBER UNKNOWN."

#### 11. AMMUNITION MALFUNCTIONS.

- a. Description. A malfunction is the failure of an ammunition item to function as expected when fired, launched, or when explosive components function during a nonfunctional test. For purposes of clarity, malfunctions do not include accidents or incidents resulting from negligence, malpractice, or implications in other situations such as vehicle accidents, fires, etc. Malfunctions do include abnormal or premature function of explosive ammunition items, warheads, missiles, and rockets as a result of normal handling, maintenance, storage, transportation, and tactical deployment.
- b. In cases of an accident or malfunction, the Range OIC will cause an immediate cease-fire and report the incident to Range Control who will, in turn, contact the ASP.

#### 12. SUSPENSION OF AMMUNITION.

Upon receipt of ammunition suspension notices, the ASP will check suspended lot against the stock records. If suspended lots are on hand, the suspension card will be placed on the suspended stack of ammunition. If ammunition was issued, Range Control will be notified immediately to suspend firing and return any unused ammunition to the ASP.

#### 13. VEHICLE INSPECTION

- a. All vehicles will be inspected by ASP personnel prior to entry into the ASP. DD Form 626, Motor Vehicle Inspections will be utilized to record vehicle inspections.
- b. The vehicle operator must conduct an inspection of his/her vehicle, complete DD Form 626 in duplicate, and present the inspection form to ASP personnel immediately upon arrival at the ASP. Vehicles will not be permitted to transport ammunition and explosives with known deficiencies that present a possible safety hazard. When military vehicles are loaded with ammunition for movement over public highways, the ASP must brief the vehicle drivers and issue a DD Form 836 (Special Instructions for Motor Vehicle Drivers).
- c. All deficiencies noted during the inspection will be corrected prior to entering the ASP.
- d. Food, flame-producing devices, or items that produce static electricity or stray currents; i.e., matches, lighters, firearms, cameras, radio communication equipment, etc., are not permitted inside the ASP. Radio communication equipment mounted on vehicles will be shut off while inside the ASP or in the parking lot. ASP personnel are not responsible for items remaining in the ASP office.

#### 14. TRANSPORTING AMMUNITION AND EXPLOSIVES.

- a. Vehicles transporting ammunition and explosives will not be allowed to leave or return to the ASP without the load being properly blocked and braced. Ammunition will be

transported only with compatible components. Netting, field gear, duffel bags, tents, cans, buckets, and like items will be transported in a separate vehicle or trailer.

- b. Ammunition and explosives will be loaded and transported under the direct supervision of competent, qualified personnel, who are familiar with ammunition safety regulations.
- c. Vehicles transporting live ammunition will be of a type that provides a barrier between personnel and the ammunition material. The use of sedans, station wagons or vans that provide no barrier is prohibited.
- d. Ammunition and explosives will be transported within the body of the vehicle and the tailgate closed and secured during transit. Open body vehicles and trailers must have sides that are well constructed and securely fastened to ensure the ammunition and explosives are safely restrained.
- e. All vehicles transporting ammunition and/or explosives will display Government issued placards (two on Fort Gordon, front and rear, and four off-post, front, rear and one on each side). Fabricated placards will not be used.
- f. When trailers are used to transport ammunition, the trailer safety chains must be hooked up and the trailers must have proper explosive placards attached.
- g. Privately-owned vehicles will not be used to transport ammunition and explosives, except ROTC units who must request written approval of the Chief, Logistics Division, DPW.
- h. Vehicles hauling ammunition and/or explosives will not be moved through, nor parked in or near inhabited areas, i.e., family housing, troop billets, etc.
- h. Government vehicles involved in on-post shipments will be equipped with two 10 BC rated portable fire extinguishers.
- j. Fire extinguishers must be an approved type and the seal must be intact. Vehicles with improper, unsealed, or defective fire extinguishers will not be permitted to enter the ASP.

15. FILING COMPLETED AMMUNITION REQUESTS FOR ISSUE/TURN-IN.

- a. All ammunition requests for issue and turn-in will indicate an expendable document number. The requests may be recorded in the unit's expendable document register or in a separate register maintained specifically for ammunition. These transactions will be posted to DA Form 5203 (DODIC Master/Lot Locator Record) and DA Form 5204 (Serial Number Record). DA Form 5515 (Training Ammunition Control Document) will be used by units/activities when issuing ammunition from the present unit/activity to subordinate elements.
- b. Completed ammunition request for issue and turn-in documents will be filed in the appropriate document file as "COMPLETED" transactions.

16. AMMUNITION BASIC LOADS.

- a. Ammunition to support mobilizing units is requisitioned and/or stored at the Ammunition Supply Point (ASP).
- b. To-Accompany-the-Troops (TAT) portion of unit's basic load is stored at the ASP. All other basic load items are requisitioned for Depot storage and will be released at the time of each unit's deployment.
- c. Units requiring ammunition for mobilization will hand carry DA Form 581 directly to the ASP for issue.
- d. Dates and time for other than normal working hours will be coordinated with the Ammunition Specialist at the ASP prior to date of scheduled issue or turn-in.

## APPENDIX A

### ABBREVIATIONS

A&E	Ammunition, and Explosives
AAC	Acquisition Advice Code
AAR	Administrative Adjustment Report
ADPE	Automatic Data Processing Equipment
AMC	Army Materiel Command
AR	Army Regulation
ARC	Accounting Requirements Code
ARNG	Army National Guard
ASL	Authorized Stockage List
ASP	Ammunition Supply Point
ATCOM	Army Troop Command
CBS-X	Continuing Balance System-Expanded
CCA	Central Collection Activity
CIF	Central Issue Facility
COEI	Component of End Items
CONUS	Continental United States
CTA	Common Table of Allowances
DA	Department of the Army
DAO	Defense Accounting Office
DARNG	Director, Army National Guard
DIC	Document Identifier Code
DISREP	Discrepancy in Shipment Report
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DPAS	Defense Property Accountability System
DRMO	Defense Reutilization and Marketing Office
DPW	Director of Public Works
FEDLOG	Federal Logistic File
FM	Field Manual
FMB	Furnishing Management Branch
FORSCOM	Forces Command
FSC	Federal Supply Class
FWT	Fair Wear and Tear
GBL	Government Bill of Lading
GSA	General Services Administration
GSU	General Support Unit
HQ	Headquarters
HQDA	Headquarters, Department of the Army
HSP	High Security Padlock
IAW	In Accordance with
ICP	Inventory Control Point
LIDB	Logistic Integrated Data Base
LOGSA	Logistics Support Agency
MACOM	Major Army Command
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MOS	Military Occupational Specialty



MTDA	Modified Table of Distribution and Allowances
MTOE	Modification Table of Organization and Equipment
NAF	Non-Appropriated Funds
NCO	Noncommissioned Officer
NSN	National Stock Number
OCIE	Organizational Clothing and Individual Equipment
OIC	Officer in Charge
OST	Order Ship Time
PBO	Property Book Officer
PD	Priority Designator
PLL	Prescribed Load List
POL	Petroleum, Oils and Lubricants
RDD	Required Availability Date
RC	Reserve Component(s); Recoverability Code
R&D	Research and Development
ROTC	Reserve Officers' Training Corps
SAMS-1	Standard Army Maintenance System - Level 1
SB	Supply Bulletin
SPBS-R	Standard Property Book System-Redesign
SCCL	Supply Catalog/Components List
SF	Standard Form
SIMS-X	Selected Item Management System-Expanded
SKO	Sets, Kits, and Outfits
SOP	Standing Operating Procedure
SOS	Source of Supply
SRA	Stock Record Account
SSA	Supply Support Activity
TAMMS	The Army Maintenance Management System
TARCOM	Tank and Automotive Materiel Readiness Command
TB	Technical Bulletin
TDA	Table of Distribution and Allowances
TISA	Troop Issue Subsistence Activity
TM	Technical Manual
TMDE	Test Measurement Diagnostic Equipment
TRADOC	Training and Doctrine Command
UIC	Unit Identification Code
ULLS-G	Unit Logistics Level System Ground
USAR	United States Army Reserve

## APPENDIX B

## TERMS

**ACCOUNTABILITY** - Obligation, imposed by law, lawful order, or regulation, of a person to keep an accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is primarily concerned with maintaining records. As a minimum, these records should show debits, credits, and available balances on hand or in use. Records showing quantities due out and due in are part of the accountable records. (AR 710-2, DA PAM 710-2-1, DA Pam 710-2-2, AR 735-5)

**ACCOUNTABLE OFFICER** - Person officially appointed in writing to maintain a formal set of accounting records of property or fund. This person may or may not have physical possession of the property or funds. There are three types of supply Accountable officers as defined below.

- a. Transportation Officer -- accountable for property entrusted to him or her for shipment.
- b. Property Book Officer -- accountable for property upon receipt and until subsequently turned-in, used (consumed) for authorized purposes, or dropped from accountability. (Hand receipt holders are not considered accountable officers.) (AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2, AR 735-5.)

**AMMUNITION** - A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame. It is used for defense or offense, including demolition. Excluded are devices charged with chemical agents, as defined in JCS Pub 1, and nuclear or biological material. Ammunition includes cartridges and projectiles. Missile rounds, grenades, mines, and pyrotechnics together with bullets, shots and their necessary primers, propellants, fuses, and detonators are included. This term also includes devices considered individually or having a unit of issue, container or package weight of 100 pounds or less. Blank, inert training ammunition, and caliber .22 ammunition are excluded from the explanation of ammunition for purposes of this regulation. (AR 190-11)

**APPOINTING AUTHORITY** - An officer or civilians designated by the approving authority with responsibility for appointing report of survey investigating officers. (AR 735-5)

**APPROVED LOCKS** - High-security and secondary locks in use with stock numbers, other than listed in "a" and "b" below, authorized or approved until replacement is required.

- a. High-security padlocks (HSPs). HSPs, military specification (MIL-P-43607), with any of the following stock numbers are approved locking devices:
  - (1) NSN 5340-01-380-9432 (open shackle with clevis and chain). Locks can be identified by all the following characteristics:
    - (a) The body is imprinted with year of manufacture, the name of the manufacturer, and the letters "US."
    - (b) The key cannot be withdrawn unless the shackle is closed.
    - (c) All keyways in the approved locks have been the MEDECO "O2" keyway and are identical.

- (d) The shackle has a diameter of one-half inch.
  - (e) All procurements have "Sargent and Greenleaf" model "826C" or "826D" imprinted on the body of the lock. Authorized for continued use as HSP until stocks are depleted or replacement is needed. The HSP (2) below) will be used.
- (2) NSN 5340-01-217-5068 (shrouded shackle with clevis and chain). The locks are identified by all the following characteristics:
- (a) The body is imprinted with year of manufacture, the name of the manufacturer, and the letters "US."
  - (b) The key cannot be withdrawn unless the shackle is closed.
  - (c) All keyways in the approved locks have the MEDECO "02" keyway and are identical.
- b. Secondary padlocks. Secondary padlocks are low-security, Grade 11, Style A, Class 1, Type A locks with or without the clevis and chain according to MIL-P-17802. (NSN 5340-00-158-3805, without chain, and NSN 5340-00-158-3807, with chain). These locks are to be used when high-security padlocks are not required in AA&E storage. The locks are identified by all the following characteristics:
- (1) The body is imprinted with the name of the manufacturer, and the letters "US."
  - (2) The key cannot be withdrawn unless the shackle is closed.
  - (3) The lock has a steel body and shackle.
  - (4) The lock is 1 3/4 inches wide.
- c. Built-in combination locks. These locks are--
- (1) Integral parts of Class 5 GSA-approved vault doors designed to provide protection against forced entry.
  - (2) Installed on Class 5 GSA-approved containers. (AR 190-11)

APPROVING AUTHORITY. An officer authorized to appoint a surveying officer and to approve reports of survey "by authority of the Secretary of the Army." (AR 735-5)

## ARMS

- a. In AR 735-5, the term "arms" will include the two categories below.
  - (1) Personal Arms. Arms and associated ammunition that have been issued to a person for personal use. Examples of personal arms are small arms such as rifles, pistols, shotguns, and grenade launchers.

(2) Other Arms. Weapons manned by a crew of two or more persons; explosives, pyrotechnics, and ammunition are not included in (1) above.

- b. In AR 190-1-1, the term “arms” refers to weapons included in AR 190-11, Appendix A, that will expel a projectile or flame by action of an explosive, and the frame or receiver of any such weapon.

## AMMUNITION, AND EXPLOSIVES

Includes the following:

- a. Small arms.
- b. Light crew-served weapons.
- c. Ammunition.
- d. Explosives.
- e. Demolitions.
- f. Privately owned weapons.
- g. Special purpose weapons and ammunition. (AR 190-11)

**ARMS STORAGE FACILITIES** - Buildings used solely for arms storage, as well as arms rooms or containers located in buildings used for other purposes. (AR 190-11)

**ARMY PROPERTY** - All property under DA control, except property accounted for as owned by a NAF activity. “Government Property” and “Army Property” are used synonymously with “property.” (AR 735-5)

**BASIC LOAD** - Supplies kept by using units for use in combat (for other than ammunitions.) The quantity of each item of supply in a basic load is related to the number of days in combat the unit may be sustained without resupply. (AR 710-2, DA PAM 710-2-1) (For ammunition, see JCS Pub 1 and AR 310-25.)

**BILL OF LADING** - Includes Government bills of lading issued by the Army (as defined in AR 55-355) and commercial bills of lading for transportation services administered by the Army. (For exception of “FOB origin shipments,” see paragraph 10-9.) (AR 735-5)

**RESEARCH** - An investigation of variances in transactions. The investigation consists of a complete review of all transactions since the last inventory or last reconciliation between custodial and Inventory Control Point (ICP) accountable records. Hard copies of supporting documentation, catalog changes, shipment discrepancies, and unposted or rejected documentation also are reviewed. The purpose of causative research is to assign a cause to a variance so that corrective action may be taken. Causative research ends when the cause of the variance has been determined; or when after review of transactions back to the last inventory or reconciliation, no conclusive findings were possible. (AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2 and AR 735-5)

**CENTRAL COLLECTION ACTIVITY** - An activity designated by each MACOM to provide CBS-X field support for a specified supply support area or for a specified command. Central collection activities may be located at division, installation, Corps or subordinate MACOM level. (AR 710-2)

CHAINS - Chains used to secure racks and are of heavy-duty, hardened steel chain, welded, straight-link steel. The steel will be galvanized of at least 5/16-inch thickness or of equal resistance to force required to cut or break an approved secondary padlock. (An example of such a chain is Type 1, Grade C, Class 4, NSN 4010-00-149-5583, or NSN 4010-00-149-5575, or NSN 4010-00-171-4427.) (AR 190-11)

COMMAND RESPONSIBILITY - The obligation of a commander to insure proper care, custody, and safekeeping of all Government property within the command. (AR 735-5)

## COMPONENTS

- a. Components of end items. Items identified in technical publications (such as technical manuals) as part of an end item. (Items troop installed or authorized, and special tools and test and support equipment are not components)
- b. Components of assemblages. Items identified in a Supply Catalog Component Listing (SCCL) as a part of an SKO, or other assemblage. (AR 710-2, DA PAM 710-2-1 and DA PAM 710-2-2)

CONSUMABLE SUPPLIES - Supplies consumed in use, such as ammunition, fuel, cleaning and preserving materials, surgical dressings, and drugs, or supplies that lose their separate identity in use, such as repair parts and building materials. (AR 735-5)

DISCREPANCY - Disagreement between quantities and condition of property on hand and that is required to be on hand, as shown by an accountability record of the property. Usually a disagreement between quantities and condition of property actually received in a shipment and that was recorded on the shipping document. This type of discrepancy generally is referred to as a "discrepancy incident to shipment." Another form of discrepancy occurs when a disagreement exists between a stock record balance and the results of a physical count or inventory.

- a. Shipping-Type (Item) Discrepancy. A variation in quantity or condition of goods received from that shown on the authorized (supply) shipping document; for example GSA or DD Form 1348-1/1348-1A (DOD/GSA Single Line Item Release/Receipt Document). A shipping-type (item) shortage or overage is not evident on delivery; it is discovered when the article of freight as described on the transportation document is opened and the contents do not agree with the supply shipping documents.
- b. Inconsequential Transportation Discrepancies. Loss and damage claims of \$50 or less. Formal documents are not required, nor are claims filed against carriers in amounts of \$50 or less. Exceptions are narcotics, drugs, and sensitive or classified materiel.
- c. Report of Survey, Discrepancies in Shipment. Procedure and proper forms required to adjust property accountability and determine liability for discrepancies in shipment as defined above.
  - (1) SF 361 Discrepancy in Shipment Report (DISREP). A multiple use form to report, investigate, and process discrepancies in shipments involving loss or damage, and to report other transportation type discrepancies. SF 361 is authorized for use as a report of survey to support claims against carriers and contractors or vendors

including adjustment of inventory and financial accounting records, as proper, when dollar value involved is \$50 or more.

- (2) SF 364 Report of Discrepancy (ROD). When negligence is suspected, the ROD is used as an exhibit to a report of survey to report and adjust supply discrepancies (SEE AR 735-5, Fig 16-2, for an example of how a ROD condition could develop into a report of survey condition.)
- d. Transportation-type discrepancy in shipment. A carrier (common or contract) may fail to deliver to a consignee, in the condition originally billed, all of the packages or loose pieces of property listed on the GBL or other transportation documents (for example, commercial bill of lading, manifest, load list, freight warrant). The shortage, overage, or damage is termed a transportation-type discrepancy. Transportation-type discrepancies reportable on SF 361 (DISREP) may be the fault of the carrier, shipper, vendor or contractor, container consolidation point, or transshipping activities. Overages and shortages within commercial or Government-owned (or leased) shipping containers (SEAVANS), military-owned demountable containers (MILVANS), MSCVANS, roll-on/roll-off (RORO) trailers, or container express (CONEXS) with seals intact, missing, or broken are included in this term. (AR 735-5)

**DIRECT RESPONSIBILITY** - Obligation of a designated responsible officer for care and safekeeping of Government property specifically entrusted to his or her custody. (AR 735-5)

**DURABLE ITEM** - An item of Army property coded with an ARC of "ND" in the FEDLOG. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D" in the FEDLOG are considered durable items. Note: This category consists of selected hand tools with a unit price greater than \$5. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2 and AR 735-5)

**DURESS ALARM SYSTEM** - Method by which authorized personnel can covertly communicate a situation of duress to the following:

- a. A security control center.
- b. Other personnel in a position to notify a security control more easily. (AR 190-11)

**EXCEPTION** - Approved permanent deviation from standards prescribed in AR 190-11. Two types of exceptions are discussed below.

- a. Compensatory measure. Deviation in which required standards are not being met. Commanders authorized to grant waivers and exceptions decide it is improper because of physical factors or operational requirements to meet regulation requirements. Compensatory measures normally are required.
- b. Equivalent protection. Deviation in which nonstandard conditions exist but total protection afforded is equal to, or better than, that provided under standard criteria. (AR 190-11)

**EXPENDABLE ITEMS** - An item of Army property coded with an ARC of "X" in the FEDLOG. Expendable items require no formal accountability after issue from a stock record account.

Commercial and fabricated items similar to items coded "X" in the FEDLOG are considered expendable items. Note: This category consists of those items which are consumed during normal usage such as paint, rations, gasoline, office supplies, etc., or are merged into another entity when used for their intended purpose such as nuts and bolts, construction materiel, repair parts, components and assemblies, etc. This includes all Class 1, 3, 5 (except 5L), and 9 items, and those Class 2, 4, and 10 items which are not end items or have a unit price of \$100 or less. Also includes office furniture in FSC 7110, 7125, and 7195 with a unit cost of less than \$300. OCIE authorized by CTA 50-900 will be accounted for in the same manner as nonexpendable property regardless of the ARC reflected in the FEDLOG. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2 and AR 735-5)

EXPLOSIVES - Chemical compound, mixture, or device whose primary or common purpose is to function by explosion. Includes, but is not limited to the following:

- a. Individual Land Mines.
- b. Demolition Charges.
- c. Blocks of Explosives (Dynamite, TNT, C-4, and other high explosives).
- d. Other Explosives consisting of 10 pounds or more (for example, gun powder or nitroglycerin) (See APPENDIX A, DOD 5100.76M.) (AR 190-11)

FAIR WEAR AND TEAR - Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose. (AR 735-5)

FINANCIAL ACCOUNTING - Maintaining accounting records in terms of dollars, without regard for quantity of items. (AR 735-5)

HAND RECEIPT - A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned. (AR 735-5, AR 710-2 and DA Pam 710-2-1)

HASPS - Storage facility hasps and hardware should provide comparable protection to that afforded by the locks. Examples of hasps approved for use to secure AA&E storage facilities are as follows:

- a. High-security shrouded hasps. A heavy-duty hasp (MIL-H-29181) (YD) for use with high-security padlocks. Has a cover that protects the lock from cutting or hammer tools and inclement weather. Should be used to secure Category I and II, AA&E storage facilities.
- b. High-security hasp. A heavy-duty hasp (MIL-H-43905A) for use with the high-security lock.
- c. Hasp, pin-type, locking. Ammunition storage magazines may be secured using the installed locking bar in conjunction with a "T" pin and high-security padlock. Locking "T" hasp should be replaced with a high-security hasp to enhance security. Should not be used to secure Category I and II ammunition. (AR 190-11)

INDIVIDUAL EQUIPMENT - Personal clothing and equipment issued for exclusive personal use of an individual. (AR 735-5)

**INSTALLATION PROPERTY** - Non-deployable property issued to a unit under authority of a CTA or other HODA-approved or NGB authorization documents, except expendable items and personal clothing. (AR 735-5)

**INSTALLATION PROPERTY BOOK** - Record of property issued under an authorization document other than an MTOE, deployable TDA, and deployable CTA items. (AR 735-5)

**INTRUSION DETECTION SYSTEM** - A system consisting of sensors capable of detecting one or more types of phenomena, signal media, enunciators, and energy source for signaling entry or attempted entry into the area protected by the system. (AR 190-11)

**INVENTORY ACCOUNTING** - Establishment and maintenance of accounts for materiel in storage, in manufacturing process, on hand, in transit, or on consignment in terms of cost or quantity. The accounting process includes maintenance of supporting records and rendition of reports when required. Specific types of inventory accounting are detail, summary, financial, and item accounting. (AR 735-5)

**ITEM ACCOUNTING** - Method of accounting that expresses credit and debit (loss or gain) entries in terms of quantity of items transacted without regard for dollar value of the materiel. May be performed in either detailed or summary manner. (AR 710-2, DA Pam 710-2-2, and AR 735-5)

**LIKE ITEM** - An end item that will serve the same purpose has the same capacity as the end item replaced and will not create turbulence in unit PLU combat PLL. (AR 710-2)

**LOSS** - Loss of, damage to, or destruction of property of the US Government under control of the Army. Includes loss from Government accountability. Property is considered lost when it cannot be accounted for by the person responsible for it. (AR 735-5)

**MATERIEL** - Property necessary to equip, maintain, operate and support military activities. May be used either for administrative or combat purposes. (AR 735-5)

**NEGLIGENCE** - Simple and gross negligence is defined in AR 735-5.

**ORGANIZATIONAL PROPERTY** - Property authorized to a unit or organization under the MTOE or deployable TDA authorization document and all CTA property which deploys with the unit. (AR 735-5)

**ORGANIZATIONAL PROPERTY BOOK** - Record of property issued under an MTOE or deployable TDA authorization document. CTA items of equipment that are mission-related to all TOE units Army-wide are considered organizational property. Examples of this type of equipment can be found in AR 71-13. (AR 735-5)

**ORIGINAL PACKAGE** - A sealed or otherwise securely closed container packed by vendor, supply depot, or arsenal. Container conforms to the following:

- a. Contains only one item of article. This distinguishes the container from one in which miscellaneous articles are packed for convenience in shipment. Component articles comprising a standard assembled unit of equipment, when shipped as a complete unit, may be considered as one article.



- b. Contents are standard as to quantity, or the outside of the package shows by stenciling or other permanently affixed markings a list of quantities and description of the contents.
- c. Designation of vendor, depot, or arsenal that packaged the contents is shown on the outside of the package.
- d. Package was received by consignee with unbroken seals or protective fastening applied by vendor, depot, or arsenal, and with no evidence of tampering or visible damage to contents. (AR 735-5)

**PARENT ORGANIZATION** - May be either a TOE or TDA organization. For TOE, a numbered organization of battalion or equivalent level; or company, battery, troop, platoon, detachment, or team not an organic element of a battalion or other parent organization. For TDA, any TDA organization assigned a unique TDA Number. (AR 710-2, DA Pam 710-2-1 and DA Pam 710-2-2)

**PERSONAL PROPERTY** - Property of any item except real property and records of the Federal Government. (AR 735-5)

**PERSONAL RESPONSIBILITY** - Obligation of an individual for proper use, care, and safekeeping of Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to the person's exclusive use, with or without receipt. (AR 735-5)

**PERSONNEL** - The terms "personnel," "military personnel," "service member" and "civilian employee" means DA members, ARNG members or technicians, or DA civilian employees, unless otherwise stated. (AR 735-5)

**PROPERTY** - The terms "Government property," "Army property" or "property" include all property under DA control except property accounted for as owned by a NAF activity. References to property of other US Government agencies or of foreign governments clearly will be identified as such; for example, Air Force, State Department, or Republic of Korea property. All property issued by the United States to the ARNG remains the property of the United States, under Section 710(A), Title 32, United States Code. (AR 735-5)

**PROPERTY BOOK** - A formally designated set of property records maintained under AR 710-2 to account for organizational and installation property in a using unit. (AR 735-5)

**PROPERTY RECORDS AND PROPERTY ACCOUNT** - General terms referring to any record of property. Inclusive not only of formal SRAs maintained in item or monetary terms by accountable officers, but also of organizational property books, installation property books, and individual clothing and equipment records, or any other organized files of property records. (AR 735-5)

**RECEIVING OFFICER** - An officer charged with custody or storage of property received by means of shipment. Distinguished from consignee on the bill of lading since the consignee on the bill of lading usually is the transportation officer. Usually, the receiving officer is an accountable or responsible officer at the station of destination. (AR 735-5)

**REPORT OF SURVEY** - An instrument for recording circumstances concerning loss, damage, or destruction of Army property. Serves as, or supports, a voucher for dropping articles from property records on which they are listed. Also serves to determine question of responsibility (pecuniary or otherwise) for absence or condition of the articles. (AR 735-5)

**REQUEST** - A supply request initiated by the using unit. (AR 710-2)

**REQUISITION** - A supply request initiated by the Supply Support Activity in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the SSA for submission to the next higher source of supply. (AR 710-2)

**RESPONSIBILITY** - Obligation of a person for proper custody, care, and safekeeping of Government property or funds entrusted to his or her possession or supervision.

- a. **Command Responsibility.** Obligation of a commander to insure proper care, custody, and safekeeping of all Government property within his or her command.
- b. **Direct Responsibility.** Obligation of a designated responsible officer for care and safekeeping of all Government property within his or her custody.
- c. **Personal Responsibility.** Obligation of an individual for proper use, care, and safekeeping of Government property in his or her Possession. Applies to all Government property issued for, acquired for, or converted to the person's exclusive use, with or without receipt.
- d. **Supervisory Responsibility.** Obligation of a supervisor for proper use, care, and safekeeping of Government property issued to or used by his or her subordinates. Supervisory responsibility is inherent in all supervisory positions and is not contingent on signed receipts or responsibility statements. (AR 735-5)

**RESPONSIBLE INDIVIDUAL** - A person entrusted with possession of, or supervision over, Government property. (AR 735-5)

**RESPONSIBLE OFFICER** - A person who, either by virtue of position or by designation, is charged with direct responsibility for specifically identified Government property. Commanders of TOE parent organizations are responsible officers unless they have subordinate commanders, in which case the latter commanders are responsible officers. Commanders of TDA parent organizations are responsible officers unless they designate subordinates as responsible officers in their place. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2 and AR 735-5)

**RETAIL LEVEL** - Level of supply below the wholesale level. Retail level stockage generally oriented toward attaining maximum operational readiness of support units, and therefore is based on demand or item essentially. Installation supply and maintenance activities, direct support organizations, and GSUs usually are engaged in retail level supply support. (AR 710-2 and DA Pam 710-2-2)

**SEALED CONTAINERS** - Wooden boxes, crates, metal containers, and fiber containers sealed in a way to show when the containers are tampered with after sealing. Method of sealing depends on the type of construction of the containers. Sealing may be by metal banding, nailing, airtight sealing, or wax dripping (for fiber containers). (AR 190-11)

**SELECTED ITEM MANAGEMENT SYSTEM-EXPANDED** -System of centralized asset knowledge and control (vertical materiel management) of selected secondary items. The goal of SIMS-X is to improve the utilization of assets already in the supply system. This is accomplished by removing retention levels on SIMS-X items and providing the wholesale item manager with redistribution authority over SIMS-X assets above the requisitioning objective. (AR 710-2)

**SENSITIVE ARMS AND AMMUNITION** - Arms and ammunition requiring a high degree of protection and control because of vulnerability to theft and potential for use in civil disturbances. Usually have an unpacked unit weight of 100 pounds or less. (AR 190-11)

**SHIPPING OFFICER** - An officer who ships property for which he or she is responsible of accountable, as distinguished from the officer who prepares the bill of lading. Normally, shipping officer is an accountable property officer who ships property to an officer who has requisitioned the articles (receiving officer). (AR 735-5)

**SMALL ARMS** - Handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine-guns; multi-barrel machine-guns such as the 7.62mm M1 34; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder-fired; flame throwers, and individually operated weapons that are portable or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft. (AR 710-2)

**SPECIAL PURPOSE WEAPON** - A weapon used for specific activities other than normal training or unit mission requirements that includes the following:

- a. Match weapons.
- b. Weapons identified for and used in shooting competition.
- c. Foreign manufactured weapons retained by units for training, research, test, and evaluation.
- d. US prototype and special test weapons. (AR 190-11)

**STOCK NUMBER** - A number used to identify an item of supply. Types of numbers used are listed below.

- (1) NSN or NATO Stock Number
- (2) Commercial and Government Entity Code
- (3) Management Control Number
- (4) DODAAC
- (5) Army Commercial Vehicle Code
- (6) Any other identifying number when one of the types in (1) through (5) above has not been assigned. (AR 710-2, DA Pam 710-2-1 and DA Pam 710-2-2)

**STOCK RECORD ACCOUNT** - Formal basic record showing, by item, receipt and disposal of property being held for issue, balance on hand, and other identifying or stock control data. The account is prepared on prescribed forms. Maintained by, or under supervision of, an accountable officer. May be maintained manually, by accounting machine methods, or be ADPE. (AR 735-5)

**STORAGE** - Area where all classes of supplies are kept. Does not include items in process of manufacture, in use, or being transported to a place of storage or use. (AR 190-11)

**SUBHAND RECEIPT** - A hand receipt between primary hand receipt holder and person subsequently given the property for their use. Does not transfer direct responsibility for property to sub-hand receipt holder. (AR 735-5)

**SUPERVISORY RESPONSIBILITY** - Obligation of a supervisor for proper use, care, and safekeeping of Government property issued to, or used by, subordinates. Inherent in all supervisory positions. Not contingent on signed receipts or responsibility statements. (AR 735-5)

**SUPPLIES** - Items needed to equip, maintain, operate, and support military activities. May be used for administrative, combat, or general plant purposes. Includes food, clothing, equipment, arms, ammunition, fuel materials, and machinery of all kinds. For planning and administrative purposes, divided into 10 classes. Synonymous with "equipment" and "materiel." (AR 735-5)

**SURVEY** - Act of investigating circumstances involving loss, damage, destruction, or unserviceability of property listed on a report of survey. (AR 735-5)

**TRANSPORTATION OFFICER** - The officer responsible for shipment of property. Initiates and accomplishes bills of lading (BLs). When no person is specifically provided to perform these functions, the officer who accomplishes BLs is responsible for duties assigned to the transportation officer. (AR 735-5)

**UNSERVICEABILITY** - More inclusive term than damage or destruction. It indicates, in military usage, that the article to which the term is applied is no longer useful for the intended purpose. Damage or destruction may not be involved. The term also indicates property that has deteriorated through use; however, it may include property no longer usable for its original purpose, despite the reason for its condition. (AR 735-5)

**VOUCHER** - Document attesting to, or serving as, evidence of a specific property transaction. Credit vouchers, such as signed receipts, support a reduction of on-hand balance shown on the property record. Debit vouchers, such as receiving reports, support an increase in recorded on-hand balance. (AR 735-5)

**WAIVER** - Temporary relief from specific standards until actions are completed that will allow conformance with required standards. Compensatory measures are required. (AR 190-11)

**WHOLESALE LEVEL** - Level of supply support including national inventory control points, depots, terminals, arsenals, central wholesale data banks, plants and factories associated with commodity command activities, and special Army activities retained under direct control of HODA. Wholesale functions are mostly performed in CONUS. Wholesale system procures supplies for the Army from commercial sources or from Government plants.

Wholesale supply support is accomplished by distributing supplies to retail level for stockage or for issue to users. (AR 710-2 and DA Pam 710-2-2)

## APPENDIX C

### REFERENCE FORMS

DA Form 461-5, Vehicle Classification Inspection  
DA Form 581, Request for Issue and Turn-in of Ammunition  
DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies  
DA Form 2062, Hand Receipt/Annex Number  
DA Form 2407, Maintenance Request  
DA Form 2765, Request for Issue or Turn-in  
DA Form 2765-1, Request for Issue or Turn-in  
DA Form 3161, Request for Issue or Turn-in  
DA Form 3590, Request for Disposition or Waiver  
DA Form 3645, Organization Clothing and Individual Equipment Record  
DA Form 3645-1, Additional Organization Clothing and Equipment Record  
DA Form 4697, Department of the Army Report of Survey  
DA Form 4708, Quantity Change for Substitute in Property Book  
DA Form 4949, Administrative Adjustment Report  
DA Form 5203, DODIC Master/Lot Locator Record  
DA Form 5204, Serial Number Record  
DA Form 5515, Training Ammunition Control Document  
DA Form 5692-R, Ammunition Consumption Certificate  
DD Form 362, Statement of Charges/Cash Collection Voucher  
DD Form 626, Motor Vehicle Inspection (Transporting Ammunition and Explosives)  
DD Form 836, Special Instructions for Motor Vehicle Drivers  
DD Form 1131, Cash Collection Voucher  
DD Form 1348-1, DOD Single Line Item Release/Receipt Document  
DD Form 1348-6, DOD Single Line Item Requisition System Document (Manual)

## APPENDIX D

### REFERENCE PUBLICATIONS

Department of the Army, TRADOC, FORSCOM, USASC&FG Pam 310-1 should be checked frequently to assure that applicable references are kept current. Each organization should obtain publications essential to organization functions. DA Pam 25-30 and major command 310 series should be used to determine the correct technical manuals and component catalogs for type equipment on hand. One operator's manual and/or component catalog is required for each item of equipment on hand.

#### ARMY REGULATIONS

AR 15-6	Procedures for Investigating Officers and Boards of Officers
AR 30-1	The Army Food Service Program
AR 71-13	The Department of the Army Equipment Authorization and Usage Program
AR 190-11	Physical Security of Arms, Ammunition, and Explosives
AR 220-1	Unit Status Reporting
AR 310-25	Dictionary of United States Army Terms
AR 710-2	Supply Policy Below the Wholesale Level
AR 735-5	Policies and Procedures for Property Accountability

#### DEPARTMENT OF THE ARMY PAMPHLETS

DA Pam 25-30	The Army Publishing Program
DA Pam 710-2-1	Using Unit Supply System (Manual Procedures)
DA Pam 710-2-2	Supply Support Activity (SSA) Supply System (Manual Procedures)
DA Pam 738-750	Functional Users Manual for the Army Maintenance Management System (TAMMS)

#### COMMON TABLES OF ALLOWANCES (CTA)

CTA 50-900	Clothing and Individual Equipment
CTA 50-909	Field and Garrison Furnishings and Equipment

#### SUPPLY BULLETINS

SB 700-20	Army Adopted/Other Items Selected for Authorization/List of Reportable Items
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APPENDIX E

LOCATION AND TELEPHONE NUMBERS  
OF SUPPLY ELEMENTS  
Prefix 791 -

<u>ELEMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>
Ammunition Supply Point Office	Bldg. 8250	3576
Central Issue Facility	Bldg. 25709	7412
Central Receiving	Bldg. 2228	4712
Classification Unit	Bldg. 11601	6902
C-E/V-E Supply	Bldg. 14600	4404/3327
Customer Assistance	Bldg. 11601	3720
RPMA Supply	Bldg. 14600	2023/4232
Freight	Bldg. 2224	3811/2325
Furnishings Management Branch	Bldg. 2231	5798
Issue Point	Bldg. 2228	2348
Material Management	Bldg. 11601	3740/4486
SARSS System Administrator	Bldg. 2224	4460